

**Minutes of a Regular Session of the Common Council of the Town of Clarkdale
Held on Tuesday, August 10, 2021 at 6:00 P.M.**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, August 10, 2021, at 6:00 P.M. at the Clubhouse at 19 N. Ninth St. and via Zoom Video Conference.

CALL TO ORDER –Mayor Prud’homme-Bauer called the meeting to order at 6:00 P.M.

Town Council:

Mayor Robyn Prud’homme-Bauer
Vice Mayor Debbie Hunseder
Councilmember Bill Regner
Councilmember Marney Babbitt-Pierce
Councilmember Lisa O’Neill

Town Staff:

Interim Town Manager Rob Sweeney
Police Chief Randy Taylor
Public Works Director Maher Hazine (Zoom)
Community Development Director Ruth Mayday
Parks and Recreation Manager Joni Westcott
Town Clerk Mary Ellen Dunn

PUBLIC COMMENT – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

Diane Schneider, Clarkdale resident, spoke regarding street maintenance.
Danny Johnson, Verde Valley Fire District Chief, thanked the Council for the encouragement and support.

REPORTS

Current Events – A brief summary of current events. The Council will not propose, discuss, deliberate, or take legal action on any matter in the summary. Items submitted digitally appear as part of the official Council record in the meeting file and packet.

Mayor’s Report
Vice-Mayor’s Report
Councilmembers’ Report
Town Manager’s Report

Organizational Reports – Reports regarding regional organizations submitted digitally for the following:

CAT – Cottonwood Area Transit – No meeting

VVTPO – Verde Valley Transportation Planning Organization – Council Member Regner will submit

minutes when they are submitted.

NACOG – Northern Arizona Council of Governments – No meeting

NAMWUA - Northern Arizona Municipal Water Users Association - Council Member O'Neill submitted report and is in the Council packet.

VVREO – LRSPC - Verde Valley Regional Economic Organization's Long Range Strategic Plan – No meeting

TPAC – Transportation Policy Advisory Council - No meeting

VFLC – Verde Front Leadership Council – No meeting

CONSENT AGENDA - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

A. Approval of Minutes of the Common Council - Approval of the minutes of the Regular Meeting held July 13, 2021 and Special Meeting held July 27, 2021.

B. Claims - List of specific expenditures made by the Town during the previous month. July 2021 check log and PPE dated July 3, 9, 12, and 28, 2021.

C. Board and Commission Minutes – Acknowledgement of receipt of minutes and draft minutes of the previous month's Board and Commission Meetings.

Board of Adjustment Minutes of meeting held July 27, 2021

Design Review Board Minutes of meeting held July 7, 2021

Planning Commission Notice of Cancellation of Meeting July 20, 2021

General Plan Committee Notice of Cancellation of Meeting July 15, 2021

Parks and Recreation Commission Minutes of meeting held July 14, 2021

Historic Preservation Commission Minutes of meeting held July 22, 2021

D. Common Council of The Town Of Clarkdale, Pursuant To Arizona Statutes, Calls For Executive Sessions - The Council may enter into executive session pursuant to A.R.S. § 38-431.03(A) The Executive Sessions are hereby called for the following dates/times in Clarkdale Arizona:

- August 24, 2021 3 p.m., Yavapai College
- September 14, 2021 5 p.m., Clark Memorial Clubhouse

E. Purchase of John Deere Tractor on Cooperative Contract – Approval of a purchase agreement with RDO Equipment Company for the purchase of a John Deere 324G Skid Steer Tractor with authorization for the Public Works Director to execute.

Action: Approve Consent Agenda items A – E as presented.

Motion: Vice Mayor Hunseder

Second: Council Member Regner

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye

Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

NEW BUSINESS

APPROVAL FOR VEHICLE AND EQUIPMENT PURCHASE – Discussion and possible action regarding authorization for Public Works Director with consent of Town Manager to purchase various used vehicles and heavy equipment as outlined in the Capital Improvement Plan.

As part of the approved FY 2021/22 CIP program, the Public Works Department is positioned to replace several vehicles and pieces of equipment. Most of these are intended to be replaced with used vehicles.

Unlike new vehicles where proposals can be obtained and quotes can be assessed based on the vehicle year, model and feature which can be selected, a used vehicle adds an element of condition to the specific features that are difficult to adequately compare.

Town Code Section 3-3-9 E provides an exception to the bid procedures with respect to purchasing used equipment. Additionally, Town Code Section 3-4-2 requires all contracts which exceed \$25,000 shall be presented to the Town Council for ultimate approval.

For standard vehicles, there are published pricing guides like the Kelly Bluebook which allows for a proper comparative pricing tool. While equipment does not have similar guides, there are online published resources that allow for such comparison.

Town staff will ensure that we competitively shop Public Works vehicles and heavy equipment replacements and will utilize resources available which are noted above.

As such Staff recommends that the Council waive the bid requirements of the Town Code and allow the Public Works Director, with concurrence of the Town Manager, to purchase used replacement vehicles and equipment from one or more vendors utilizing available resources for comparative pricing within the approved FY 2021/22 budget for Vehicle Replacement Projects #2 and #3.

Public Works Director Maher Hazine presented information on this agenda item to Council (remotely via Zoom).

Action: Authorize use of the exception to the formal bidding process under Town Code Section 3-3-9 E and authorize the Public Works Director, with concurrence of the Town Manager, to execute purchase agreements for used replacement vehicles and equipment, from one or more vendors, utilizing available resources for pricing and comparison in an amount not to exceed the approved FY 2021/22 budget for Vehicle Replacement Projects #2 and #3.

Motion: Council Member Babbitt-Pierce

Second: Vice Mayor Hunseder

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye

Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

TOWN OF CLARKDALE'S RESPONSE TO THE COVID-19 THREAT – Discussion and possible action regarding Town staff directives and community recommendations from Council regarding continued COVID-19 developments.

On March 18, 2020, Mayor Von Gausig signed an Emergency Declaration following the Arizona governor's declaration and recommendations considering the COVID-19 pandemic conditions. That declaration serves as an alert and application to the federal government and the Federal Emergency Management Agency (FEMA) for funding if conditions are beyond the control of the resources available to the Town. The Emergency Declaration was rescinded on March 25, 2021 by Mayor Prud'homme-Bauer due to stabilizing infection metrics.

Since, the Centers for Disease Control and Prevention (CDC) guidance related to the COVID-19 Delta variant presents a shift in the Town of Clarkdale's response to the pandemic. Town Staff believes the Town Council should be informed of the most recent updates regarding health metrics in Yavapai County and to assess an appropriate response to the current potential impact to the community.

Council should discuss directives to staff and recommendations to citizens to assist in moving forward during this crisis, inclusive of availability of open public facilities, recommendations regarding masking and social distancing, and recommended best practices from the medical community.

Interim Town Manager Rob Sweeney introduced information and local statistics on this item to Council and discussion followed. He noted the Yavapai County Health Services Hotline for questions is 928.442.5103. The Mayor stated that the meeting with Yavapai County today provided the same information that Sweeney just presented to the Council.

Library facilities discussion occurred. Yavapai County buildings are closed however as the library is housed in a Clarkdale owned facility, they have agreed to honor whatever course the Town takes. The Library District is seeking Council direction.

- Council Member Babbitt-Pierce prefers we follow Yavapai County's example and close all Town facilities and provide service by appointment only.
- Council Member O'Neill asked for staff input as to walk-ins to Town facilities.
 - Sweeney noted that Town Hall has low volume walk-in traffic.
 - Hazine stated that higher volume occurs when bills are due, however there is a payment box outside and online payments available. A guess would be about 100 people per month.
 - Community Development Director Ruth Mayday reiterated Hazine's comments that there is minimal traffic and electronic payments are also available. Average 4 people per day.

- Police Chief Taylor stated traffic in their office was dependent upon criminal activity in Clarkdale. They still conduct fingerprinting services in afternoons by a sworn person. No more than 100 people per month except when dog licensing occurs at the beginning of the year and there is an increase at that time.
- Vice Mayor Hunseder stated that individual and family units will conduct themselves in the manner they feel safest and would be uncomfortable with the Council presuming to know best for the health of other citizens and families. Stated she is comfortable with the procedures put in place and in our Town Manager's abilities to monitor Town activities and protect staff.
 - Parks and Recreation Manager Joni Westcott reviewed her conversation with the Library personnel today and noted that they are comfortable with the County's decision to close. They have very few patrons coming in to the Library on a regular basis and the staff has been developing online opportunities and programs. They like the curbside program offerings currently being provided.
- Council Member Regner received information on the current CDC guidelines from the Town Manager per his request. Based on County vaccination rates and median age of Clarkdale residents, believes that Clarkdale's vaccination rates are lower than the reported County percentages. What are the indicators of Town leadership that will direct decisions about closures? Sweeney stated he would be looking at increases in infections and public sentiment. Regner stated that the virus is spreading and feels that closing the doors would be appropriate and allowing people in if they are wearing masks. Regarding the Library, feels that they should operate as they feel appropriate. Wonders why the Town is not yet discussing the requirement that Town employees be vaccinated.
 - Fire Chief Johnson addressed the Council noted that they are seeing an uptick in COVID calls and alerts. Noted that rates of spread have increased. They close their front door so there are no walk-ins however public is allowed in individually to monitor. They have masks available for these individuals to wear if they enter their building. Noted transmission rates are moderate.
- Mayor Prud'homme-Bauer believes that CDC guidelines should be followed. Indoors people should be masked. We should not need to lock down at this time but should monitor the situation and if the numbers continue to go up, we should move to the next step of locking the doors. The library should be permitted to make their own decisions about that space. Feels that we should refer to the library as the County Library at Clarkdale.
 - Sweeney asked about facilities rentals and what direction we should take. He noted that legal advice would be sought from the Town Attorney about this question.

GENERAL DIRECTION TO STAFF: Follow CDC guidelines in response to the resurgence of the COVID pandemic (Delta variant); library should continue operations pursuant to County guidelines as they see appropriate; facility rentals to continue pursuant to Town Attorney advice.

COUNCIL RETREAT – Discussion and possible action regarding Council's retreat agenda.

Council Members Babbitt-Pierce and Regner have organized a retreat for Council which is to be held on August 24, 2021 from 9:00 a.m. to 3:00 p.m. at Yavapai College (Verde Valley Campus), Building M Room 137. The sponsors secured the services of an outside facilitator to lead the Council through the agenda.

The retreat will not result in the discussion or action of any Town business. As such, the meeting will not be open to the public but will be properly noticed regarding a quorum of the Council to be present.

The sponsors of the retreat have provided the agenda below an agenda for review, discussion and approval.

- Welcome and Opening: 9-9:30am
- Team and Communication Dynamics Round 1: 9:30am-10am
- Council/Manager form of Government: 10am-10:45am
- Clarkdale Governance - Clarkdale Town Code: 10:45am-11:30am
- Change Management and Preparing for Success: 11:30am-noon
- Lunch: Noon-12:30pm
- Results Oriented Statement Exercise: 12:30pm-1:30pm
- Team and Communication Dynamics Round 2: 1:30pm-2:30pm
- Moving Forward and Next Steps: 2:30pm-3pm

Council Members Babbitt-Pierce and Regner noted that Nicole Lance, who will be presenting, is highly recommended. The agenda was discussed.

Action: Approve an agenda for the Council Retreat on August 24, 2021.

Motion: Mayor Prud'homme-Bauer

Second: Council Member O'Neill

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

AGENDA ITEM SPONSORSHIP PROCEDURE – Discussion and possible action regarding Council process in placing an item on the agenda.

Historically, procedural issues have been handled at the administrative level, however with the large turnover in Council membership, Town administrative staff determined it to be in the Town's best interest to address some matters at the Council level. One such matter is the procedure which focuses on placing items on the agenda. An "Agenda Item Sponsorship" procedure was developed to clarify the steps that should be taken to place an item on the Council agenda in order to avoid confusion and ensure fairness to members of the public and members of the Council. The procedure was reviewed and approved 4-1 by the Council at its January 12, 2021 meeting.

Staff and some Council Members believe the procedure could be amended to clarify certain elements. Recommended changes to the existing procedure are shown below. Strikethrough text identifies suggested deletions while bolded/capitalized represents suggested new text.

AGENDA ITEM SPONSORSHIP

PUBLIC REQUEST: If a member of the public wishes to add something to the Council meeting agenda, the following process is followed:

- The process to have an item placed on a Town Council Agenda begins by contacting a Town Council Member. A Town Council Member may be contacted via email or phone. Current Council Members contact information can be found on our website at www.clarkdale.az.gov
- Once a Town Council Member has agreed to sponsor ~~you~~ **THE PUBLIC MEMBER'S** item, ~~you~~ **THE PUBLIC MEMBER** may print or pick up at Town Hall the, "*REQUEST FOR A COUNCIL MEMBER TO SPONSOR AN ITEM ON A TOWN COUNCIL AGENDA*" form and fill it out completely. The completed Request must be submitted to the Town Clerk's Office at least fourteen (14) days prior to the Town Council Meeting for which the request is made.
- Please remember: Requests must be sponsored by at least one (1) member of the Town Council to be placed on the agenda.

COUNCIL MEMBER REQUEST: If a Council Member wishes to add an item to the Council meeting agenda, the following processes should be followed:

- During a Council Meeting: At the "Future Agenda Items" section of a meeting, a Council Member may ~~move~~ **REQUEST** to have the Town Manager add a new agenda item to a future agenda. Upon ~~concurrence and second~~ **SPONSORSHIP** of one other Council Member and/or the Mayor, the item shall be added no later than two meetings from the meeting in **AT** which the **AGENDA** item was requested and **SPONSORED** ~~confirmed by at least two votes,~~ **UNLESS THE REQUESTOR AGREES TO AN ALTERNATE MEETING DATE.**

- Outside of a Council Meeting: A written request (including an email request) must be sent to the Town Manager. **ALL SUPPORTING PAPERWORK MUST BE SUBMITTED TO THE TOWN MANAGER BY THE COUNCIL MEMBER MAKING THE REQUEST. THIS FACILITATES AGENDA PACKET PRODUCTION AND CREATION OF A STAFF REPORT SHOULD THE REQUEST BE PLACED ON A FUTURE AGENDA.** The Town Manager may have further information on the matter and agree to send **THE REQUEST** forward to the Mayor for consideration or the item may be handled in another manner, i.e., administratively.
- If the Mayor does not consent to adding the item to the agenda, the Town Manager or Town Clerk ~~may~~ **WILL** forward the request to another Council Members for sponsorship.
- The Town Manager and the Mayor will discuss the preliminary agenda and send final approval/deletions to the Town Clerk for production at least **SEVEN (7)** days prior to the Council meeting. ~~All supporting paperwork must be presented by the Council member requesting placement of the agenda item to the Town Manager and Mayor with the request. This facilitates packet production and creation of staff report.~~
- The requesting Council Member ~~also~~ must keep the Town Manager updated ~~on~~ **REGARDING** any changes in **TO** the **SUPPORTING PAPERWORK** information provided for the agenda item prior to the Council Meeting.

Interim Town Manager Rob Sweeney introduced this item to Council.

Council suggested changes: **SUPPORTING RATIONALES FOR THE ITEM WILL BE SUBMITTED TO THE TOWN MANAGER BY THE COUNCIL MEMBER MAKING THE REQUEST.**

Action: Approval of the administrative procedures developed and amended by the Council for placing items on the Council's agenda.

Motion: Council Member Regner

Second: Council Member Babbitt-Pierce

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

FUTURE AGENDA ITEMS – A request by Council for future items to be placed on the agenda.

Mayor asked for three caveats: topic, action/non-action, and time frame

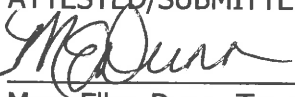
O'Neill would like to schedule former Mayor Doug Von Gausig to report on the Verde River Institute activities to be scheduled at his convenience. He will be invited. Look at agenda item from October.

ADJOURNMENT: Without objection Mayor Prud'homme-Bauer adjourned the meeting at 7:49 P.M.

APPROVED:


Robyn Prud'homme-Bauer, Mayor

ATTESTED/SUBMITTED:


Mary Ellen Dunn, Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Clarkdale, Arizona held on the 10th day of August, 2021. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 15th day of September, 2021.

SEAL



Mary Ellen Dunn, Town Clerk